

**MINUTES OF THE
LEGISLATIVE PROCESS COMMITTEE**

Friday, June 3, 2005 – 10:00 a.m. – Room W125 House Building

Members Present:

Sen. Lyle W. Hillyard, Senate Chair
Rep. Ron Bigelow, House Chair
Sen. Brent H. Goodfellow
Rep. David Clark
Rep. Rosalind J. McGee
Rep. Karen Morgan

Members Absent:

Sen. Peter Knudson
Rep. Ben C. Ferry

Staff Present:

Mr. John Q. Cannon, Managing Policy Analyst
Mr. John L. Fellows, Deputy General Counsel
Ms. Cassandra N. Bauman, Legislative Secretary

Note: A list of others present and a copy of related materials can be found at www.le.utah.gov or by contacting the committee secretary, Cassandra Bauman, at 538-1032. A recording of the meeting is available from the committee secretary.

1. Call to Order

Chair Hillyard called the meeting to order at 10:06 a.m. Sen. Knudson was excused from the meeting.

MOTION: Rep. Clark moved to approve the minutes of the October 28, 2003 meeting. The motion passed unanimously.

2. Budget Process Issues

Mr. Fellows distributed and reviewed "Executive Branch Budget Process," "Traditional Legislative Budget Process," "2005 Annual General Session Appropriations Process," "Legislative Rules Establishing Appropriation Deadlines and Other Legislative Rules Affecting the Appropriations Process," and "Glossary of Appropriation Terms used by the Utah Legislature." He responded to questions from the Committee.

The Committee discussed issues that impact legislative budgeting as well as current appropriations practices.

Mr. John Massey, Legislative Fiscal Analyst, explained that his office spends a significant amount of time during the interim studying agencies and their programs to assist in determining appropriate budgeting for each agency.

Rep. Bigelow explained the process for appropriations in the 2005 Annual General Session. He expressed a desire to approve the base budget early during each session, indicating the constraints a later budget approval places on staff and quality of product.

Chairs Hillyard and Bigelow suggested several budgeting issues that the Committee could study throughout the interim: (1) the schedule and timing of the budget, (2) subcommittee structure and schedule, (3) breaking out employee compensation from the rest of the budget, (4) subcommittee special agenda, and (5) fiscal note bills.

Mr. Massey responded to questions regarding the budget process, including the differences between the proposed budget from the Governor's Office of Planning and Budget and the Office of Legislative Fiscal Analyst.

3. Bill Process Issues

Mr. Cannon distributed and reviewed "Bill Process Issues Time Line: Selected Constitutional, Statutory, and Rules Provisions Governing Bill Processes."

Rep. Bigelow stated that the Committee could study the most efficient use of staff time in drafting legislation by reviewing deadlines for opening bill files.

Mr. Fellows explained certain procedures of drafting legislation that the Office of Legislative Research and General Counsel follows. He and Mr. Cannon indicated that the office reallocates staff to accommodate "hot topic" areas when necessary and accommodates any ongoing needs.

Mr. Fellows explained protected status and confidentiality procedures in drafting. Sen. Goodfellow inquired about the percent of bill files that are open and designated protected.

Rep. McGee discussed processes for requesting research rather than opening a bill file.

Mr. Cannon explained that the House and Senate Rules committees are in the process of recodifying and revamping legislative rules. He indicated that the committees worked on interim committee rules last interim and are working on joint rules this interim.

4. Access to Legislators

Chair Hillyard indicated that obtaining access to legislators in the House Building has been more of a challenge than in the Capitol Building. He stated that he and Rep. Bigelow felt this issue warrants committee study.

Sen. Goodfellow expressed concern for the public's expectation of the availability of and access to legislators. He indicated that being on the floor while in session is important and that constituents sometimes leave the capitol feeling disappointed when their legislator does not get in contact with them.

Rep. Bigelow suggested studying the notification process for votes, phone calls, or visitors and methods of filtering e-mail during the legislative session. He indicated that visibility is also a growing concern and continuing efforts to provide video as well as audio of floor hearings is important.

Chair Hillyard also expressed concern about the volume of e-mails that request responses from legislators and the number of phone calls received by legislators on the house or senate floor during session.

5. Potential Study Items for 2005 Interim

Rep. McGee requested that the Committee study (1) the adequacy of standing committee minutes; (2) receiving budget recommendations for the executive branch from the legislative fiscal analyst; (3) revisiting H.J.R. 2 "House Rules Resolution - Standing Committee Process Amendments," 2004 General Session (R. Becker); and (4) selecting of new employees by legislative staff offices, by reviewing information on criteria and process of selection.

Sen. Goodfellow noted that the legislature should have a representative in the remodel of the capitol building. He indicated that the representative should be from legislative staff. Mr. Massey indicated that his office hired an individual to represent the legislature in the remodel, along with regular staff duties.

6. Other Items / Adjourn

The next meeting is tentatively scheduled for Monday, July 11, 2005 at 2:00 p.m.

MOTION: Rep. Morgan moved to adjourn the meeting. The motion passed unanimously.

Chair Hillyard adjourned the meeting at 12:10 p.m.